

# Center for Educational Performance and Information (CEPI)

*Michigan Education Information System  
(MEIS)*

*Single Record Student Database  
(SRSD)*

## **New to the SRSD?**

Questions?  
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## New to the SRSD?

*In order to become more familiar with the resources mentioned in this document, it is suggested that you print it and use it as a guide as you browse the Internet.*

### What is the SRSD?

The Single Record Student Database (SRSD) is one of six data sets managed by the Center for Educational Performance and Information (CEPI). CEPI is an office located within the Office of the State Budget and is responsible for the collection and reporting of data about Michigan's Kindergarten through Twelfth Grade (K-12) public schools and students. CEPI manages these educational data in an electronic data warehouse called the Michigan Education Information System (MEIS). The SRSD is one database component of the MEIS. State and federal laws require Michigan's K-12 public schools to collect and report data about students, personnel, and individual schools. On behalf of state agencies that must provide reports to the state legislature and/or the federal government, CEPI coordinates the data collections with Intermediate School Districts (ISDs), Local Education Agencies (LEAs) and Public School Academies (PSAs).

The most up-to-date information about any SRSD data submission is posted on the SRSD page on the CEPI Web site. For an overview of the MEIS, please go to the CEPI home page. Click on "MEIS Data Services" from the left-side navigational bar. This page contains various links regarding the MEIS. For example, click on "MEIS at a Glance" for a graphic overview. For instructions on obtaining a MEIS account (the first step for newcomers), click on "New to the MEIS?" in the yellow box. Another valuable document for newcomers may be "Acronyms and Abbreviations" located in the yellow box. To access information about the SRSD, go to [www.michigan.gov/cepi](http://www.michigan.gov/cepi); then click on MEIS Data Services (left navigation bar); then click on Single Record Student Database (left navigation bar).

The SRSD contains one record for every student in the state. Each record contains basic information regarding a student's name, gender, date of birth, address, FTE counts, enrollment dates, exit dates, as well as more specialized information regarding programs such as special education, Limited English Proficient, Career and Technical Education, etc. The Internet-based [SRSD/UIC Application](#) is also the means by which a student's Unique Identification Code, or UIC, is obtained and submitted to the state. Only those with the necessary authorization (called "authorized users"), may access the SRSD/UIC Application. SRSD data are submitted three times a year: in the fall, spring, and at the end of the school year. Districts submit their data to their intermediate school district (ISD). The ISD then submits the files to CEPI. The SRSD data are used for many important purposes, including the calculation of state aid payments as well as satisfying many state and federal reporting requirements.

### Where do I start?

A good place to begin learning about the SRSD is with the "Introduction" to the SRSD manual. Go to <http://www.mi.gov/cepi> and click on "MEIS Data Services;" then click on "Single Record Student Database" from the left-side navigational bar. Look for "Introduction" in the yellow box.

Another helpful document is the "SRSD Frequently Asked Questions." From the Single Record Student Database page (the one on which you selected "Introduction"), click on "UIC Help" then on "SRSD Frequently Asked Questions." Finally, although it is a large document with many technical details, users should familiarize themselves with the SRSD Data Field Descriptions document. From the Single Record Student Database page, click on "Data Field Descriptions" in the yellow box.

For those new to the SRSD, it might be easiest to think of the SRSD as a *process* rather than a *thing*. The SRSD process consists of four major steps: (1) managing the SRSD database locally; (2) checking the data for errors prior to submission; (3) actually submitting the data electronically; and, (4) the resolution of Unique Identification Codes (UICs). In smaller districts, one individual may handle all of these tasks, while larger districts might have different individuals assigned to different tasks.

1. **Managing the Student Data locally.** Currently, Michigan school districts utilize over 30 different student management software programs to manage their data. Most of these products have a built-in export function for creating a specially formatted SRSD file. If your school, district, or public school academy (PSA) does not have such software, there is a list of vendors that support the SRSD located on the CEPI Web site. From the Single Record Student Database page, click on "UIC Help" then on "SRSD Vendor List." Macomb ISD also provides an SRSD database program that is available for free download (although Macomb ISD does not provide technical support). This is available at [http://www.misd.net/mt/srsd02\\_program\\_ftp\\_link.htm](http://www.misd.net/mt/srsd02_program_ftp_link.htm).

Vendor software programs that support the SRSD will export a file that is in accordance with the SRSD Data Field Descriptions. Your SRSD file is then uploaded to your ISD, which then submits the data to CEPI.

2. **Error Check.** CEPI produces a program called the CEPI Error Check (Go to <http://www.mi.gov/cepi> and click on "MEIS Data Services," then on "Single Record Student Database" from the left-side navigational bar. Look in the gray box). This is a program that, for each submission, is downloaded and installed on your local computer. The SRSD file that is produced by your student management software is then run through the Error Check program in order to check for potential problems with the data. If there is an error with a particular record that would prevent it from being accepted by CEPI, the Error Check program will identify that error. The Error Check program comes with a User's Guide available on the Error Check download page. Please read this to find out more about Error Check.
3. **Data Submission.** For local districts and public school academies (PSAs), data submission involves sending the SRSD file to the intermediate school district (ISD) according to legislated timelines posted on the CEPI Web site. The file is then uploaded by the ISD to CEPI.
4. **UIC Resolution.** Through the SRSD process, every student in the state is assigned a Unique Identification Code (UIC). This is a 10-digit number that uniquely identifies each student. For each SRSD submission, the UIC resolution process has its own timeline. These timelines are posted on the CEPI Web site. In a nutshell, there will sometimes be students who appear to be duplicates at the state level. The "UIC Application" is designed to allow local districts to log on and resolve such cases. The person(s) in each district with this authority (meaning that they have completed the

necessary security agreement) is called the "UIC Resolver." There is a User's Guide available that describes the UIC process. Please read the User's Guide to find out more about UIC resolution. For timelines and the User's Guide, go to <http://www.mi.gov/cepi> and click on "MEIS Data Services;" then on "Single Record Student Database" from the left-side navigational bar. Then click on "UIC Help."

### **How do I start making contact with others who work with the SRSD?**

Although each district, depending on its size and geography, has its own internal business processes, a few general suggestions can be made. PSAs and local districts may want to contact the person(s) within their ISD responsible for the SRSD. These individuals are typically located in the pupil personnel and/or information and technology departments and can be resources for answering questions about submissions to the SRSD. In addition, a listserv (an electronic mailing list) is available, through which those involved with the SRSD may communicate with one another and with CEPI. To join the listserv, send an e-mail to: [listserv@listserv.michigan.gov](mailto:listserv@listserv.michigan.gov) with no subject and the following text in the body of the message (exclude all other text such as signatures, etc.):

subscribe cepi-srsd.